

**EMERGENCY SERVICES DIVISION**

Procedure No. EP-SOP-2.11A

**PROCEDURE**

Revision No. 0

**BROOKHAVEN NATIONAL LABORATORY****PAGE 1 OF 2**

Procedure Title: Emergency Information Center Manager Checklist

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<http://www.bnl.gov/emergencyservices/ep/EP%20Procedures/EP-SOP%20list.htm>

**Attachment A****Emergency Information Officer Checklist***Note: The sequence of these steps is recommended, but not mandatory.*

STEP	PROCEDURE	COMPLETED/TIME
1.	Receive and acknowledge notification from the Public Information Officer that the EIC is to be activated.	_____
2.	Using the CEGPA staff call list, assign staff present or call in CEGPA staff to man the following positions:  Media Briefing Coordinator Community Briefing Coordinator Administrative Support Staff	_____
3.	Contact the PIO to inform that the EIC set up is underway and staff are reporting	_____
4.	Verify the Media reception area is set up.	_____
5.	Notify the PIO the EIC has been set up.	_____
6.	Check if the PIO had identified and briefed a Laboratory Spokesperson.	_____

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<b>EMERGENCY SERVICES DIVISION PROCEDURE BROOKHAVEN NATIONAL LABORATORY</b>	<b>Procedure No. EP-SOP-2.11A Revision No. 2</b>
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<b>STEP</b>	<b>PROCEDURE</b>	<b>COMPLETED/TIME</b>
7.	Upon direction by the PIO to prepare for a media briefing, convey the time of the briefing to the media and direct the media coordinator to conduct the briefing.	_____
8.	Upon direction by the PIO, direct staff to notify employees by broadcast e-mail, if appropriate.	_____
9.	Upon direction by the PIO direct staff to begin calling key stakeholders, if appropriate.	_____
10.	Upon direction by the PIO, forward press release to the media and the stakeholder lists.	_____
11.	Direct administrative staff to set up the media staging area for briefings.	_____
12.	Notify the PIO when press release has been transmitted, media briefings are commencing and concluded, and as appropriate for other issues. It is incumbent upon the EIC Manager to maintain contact with the PIO and provide appropriate feedback.	_____